

**CLASS TITLE: COORDINATOR CIVIL PROTECTION
RELOCATION**

Class Code: 02713400

Pay Grade: 26A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, coordinating and developing civil protection relocation plans for communities and metropolitan areas throughout the state; and to related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the exercise of independent judgement; work is reviewed through conferences and reports for results obtained and conformance to established policies, objectives, rules and regulations.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of technical and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, coordinating and developing civil protection relocation plans for communities and metropolitan areas throughout the state for the purpose of protecting the population and for the orderly relocation of people from areas endangered from the direct effects of natural or man made phenomena.

To be responsible for the relocation planning involving the reception, care and protection of the relocated people.

To provide technical assistance to local emergency management personnel in the analysis and evaluation of disaster vulnerability.

To develop a long-range plan for the overall accomplishment and continuous maintenance of civil protection relocation plans; to coordinate, integrate and/or provide technical assistance and advice to communities in developing plans for in-place protection and for relocation of residents.

To prepare reports of progress in population relocation planning activities for the director and the Federal Emergency Management Agency.

To coordinate with the State Public Affairs Officer on the preparation of public information materials.

To address and inform organized groups, local emergency management agencies and like agencies on the matters relating to emergency preparedness activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods and techniques applied in the planning, development and maintenance of a multiple hazard, civil protection relocation program; a working knowledge of the concerns of the physical, social and economic aspects of population centers and the ability to project these facts into comprehensive plans, programs and recommendations to meet present and future needs; a working knowledge of the policies, objectives, rules and regulations of the federal and state emergency management civil preparedness programs; the ability to plan, supervise and review the work of subordinates assigned to assist; the ability to prepare clear and concise reports containing findings, conclusions and recommendations; the ability to establish and coordinate effective working relationships with civic groups, government organizations and officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in urban planning, architecture, civil engineering, business administration, transportation, economics or in a related field; and

Experience: Such as may have been gained through: employment in a responsible position involving the performance of technical work requiring fact-finding, analysis and interpretation of basic information and trends concerning physical, social and economic aspects of the population.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 19, 1984

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